



AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: Residential Care Unit Leader
Full-Time, Permanent
\$2632.00 - \$3201.00

LOCATION: Residential Care Services

FINAL FILE: Continuous

DUTIES & RESPONSIBILITIES:

To perform the following duties; including but not limited to:

- Counsels and assists members during orientation as well as periods of adjustment, anxiety and regression. Assists members in solving or handling personal problems. Assists members who have alcohol – related problems and interpersonal relationships with other members. Counsel's members regarding infractions of Home rules and regulations. Writes and submits incident reports to the Chief, Residential Care Service.
- Observes member's general health. When observing member deterioration due to age, eating habits, illness, etc. calls that fact to the attention of the Visiting Health Nurse, Primary Physician, Chief, Residential Care Service, Residential Care Team or refers the member to the Ambulatory Care Clinic for medical treatment. Documents and submits computerized VA required treatment and assessment plans on all members residing in Residential Care.
- Orchestrates and assists members moving from building to building or to higher level of care. Assists Property personnel with packing members' personal effects upon death.
- Plans and puts on activities and social events for the Hall and assists in Residential Care wide functions. Coordinates Hall member participation in Home wide activities.
- Provides training of Home Member functioning as Assistant Residential Care Unit Leaders, Night Deputies and Orderlies. Coordinates with the Member Employee representative for the hiring and termination of member employees.
- Ensures that the administrative process is carried out, such as bed check, morning report, sign out, pass requests and clinical and medical appointment notification. Prepares required reports, maintains time sheets and prepares payroll for Home Member employees and other administrative functions as required.
- Ensures that members maintain their quarters and areas in good, clean and neat condition. Also ensures that members follow good personal hygiene habits, including body cleanliness and dress.
- Ensures that the Hall is kept in clean and good material condition; maintaining safety conditions and eliminating hazards. Orders and maintains supplies necessary for general maintenance and housekeeping.
- Charged with the security of the Hall, including personal effects of members.
- Other duties as related.

ADDITIONAL DESIRABLE QUALIFICATIONS

The talent to motivate people by virtue of a positive, friendly attitude and to create a pleasant and safe environment in which members feel confident, comfortable and secure.

WHO MAY APPLY:

Applications will be accepted from individuals with current/permanent State Service in the class of Residential Care Unit Leader, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Applications may be downloaded from the State Personnel Board website at www.spb.ca.gov
Candidates should submit a State Application (Std. 678) **and** copy of college transcripts.

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560

Release Date: September 28, 2005